



A Bright Idea for State Government

Understanding Chartfields

Understanding Chartfields

- Chartfields are data fields which record financial transactions within the General Ledger.
- Multiple Chartfields allow for a more detailed level of reporting accounting information.
- Chartfields provide the system with the basic structure to segregate and classify transactional data.

Set ID

- The SetID is set up to group sets of values for specific applications. The PeopleSoft SetID allows you to group together values such as vendors, ChartFields, customers, etc. A SetID may be attached to a single business unit, or multiple business units may share the rules assigned to a SetID.
- The SetID of all set up data is either SHARE or the Business Unit.
 - *For Example:*
 - An Account will have a SetID of SHARE, and the values will be common among agencies.
 - A Department ID will have a SetID based on its GL Business Unit.
- Some chartfields such as Fund and Account are values that are shared (common) among agencies. This also allows for easier setup.
- Other chartfields are agency specific such as Dept, Program and User Code.
- The location value is either SHARE or agency specific based on the agency.

Business Unit

- Business Units have been established to identify each individual State of Tennessee Administrative Agency at a GL Business Unit level.
- A GL Business Unit can have many submodule Business Units attached to it, but there can only be one GL Business Unit per Administrative Agency. Each module can have its own Business Unit or many Business Units. For example, the AP module has a Business Unit for each correctional facility, but each of these Business Units maps to a single GL Business Unit for the Department of Correction.
- The business unit is a 5-character alphanumeric field with the first 3 representing the old Department and the last 2 representing the old Division.
- Business Unit Examples:
 - 31701 *Finance and Administration*
 - 33600 *Financial Institutions*
 - 32601 *Tourist Development*

Fund

- Fund is the building block of governmental accounting. Fund assures that dollars are spent for the purpose intended.
- **ALL** transactions in the system must have a valid fund.
- Smart Coding Convention:
 - *1st 2 digits same as STARS with 3rd digit = 0 for growth and 4th and 5th digits represent existing Fund Detail or new ones.*
- Field Length – 5 digits
- Fund Examples:
 - *11000 General Fund*
 - *25000 Education Trust Fund*
 - *31000 Capital Projects Fund*

Department ID

- Department ID defines lower levels of the organizational structure.
- Smart Coding Conventions
 - *1st 5 digits are the same as the existing Dept/Division while the last 5 digits are used for organizational structure within the division.*
- Field Length - 10 digits
- Department Examples:
 - *3260100001 Commissioner's Office – Tourist Development*
 - *3260113001 Procurement – Tourist Development*
 - *3391020562 Motor Pool – Mental Health*

Account

- Classifies the nature of the transaction. Account determines whether the value is an asset, liability, equity, revenue, expenditure, non budgeted, or statistical.
- The Account chartfield is a required field for all transactions.
- Smart Coding Convention: The first digit of the Account indicates its type. For example, an Account that begins with 1 or 2 is an Asset. The table below includes all Account types:

1,2 = Asset

7 = Expenditure

3,4 = Liability

8 = Non Budgeted

5 = Equity

9 = Statistical

6 = Revenue

- Field Length – 8 digits
- Account Examples:
 - *10010195 Peoples Bank (Asset)*
 - *68090000 Interdepartmental (Revenue)*
 - *70500000 Electricity (Expenditure)*

Program

- Tracks revenue and expenditures for programs within an agency. Can also be used to identify groups of related activities, cost center, revenue centers, and responsibility centers.
- Smart Coding Convention
 - *None*
- Field Length – 6 digits
- Program Examples:
 - *(BU 30701) 370200 County Support*
 - *(BU 31901) 007004 Special Events*
 - *(BU 32501) 490006 Adult Daycare*

Location CF

- Represents county, district, and regions.
- Smart Coding Convention
 - *1st 2 digits represent the county and the last 3 are agency specific.*
- Field Length – 5 digits
- SetID is either SHARE or Agency Specific
- Location CF Examples:
 - *SHARE: 19000 Davidson County, 28000 Giles County*
 - *Agency Specific: 32701(Environment and Conservation), 06030 Park Operations, Red Clay*

User Code

- Used for specific Agency costing needs
- Smart Coding Convention
 - *None*
- Field Length – 6 digits
- User Code Examples:

<u>Budget Department ID</u>	<u>User Code</u>
– 32801 Wildlife Resources	130900 Fish Food
– 32101 General Services	230030 Audit
– 33101 Education	004000 Billable Technology Services

Bonds

- Budgetary Control field which records the legal authority for bond monies to be spent on a capital project. The source of funding can also be from State funding or revenues.
- Smart Coding Convention

1 st Digit	B – Bond Authorization C – Current Funds R – Revenue
2 nd , 3 rd Digit	Year of Funding
4 th , 5 th Digit	Number of Fundings per Year
- Field Length: 5 alpha/numeric

Bonds (cont.)

- Account Examples:
 - B9501 Bonds Authorized 1995 Chap 1010
 - B9502 Bonds Authorized 1995 Chap 1010
 - B9503 Bonds Authorized 1995 Chap 1010
 - C9901 Current Funds 1999 Chap 1135
 - C9902 Current Funds 1999 Chap 539
 - R0701 Revenue 2007

Project

- Captures additional information useful for grant and project accounting. If this field is used, other Project Attributes are required. See the next slide.
- Smart Coding Convention
 - *None*
- Field Length – 15 digits

Additional fields used by Project/Grant

- PC Business Unit
 - *An operational subset of the organization.*
 - *Field Length 5 digits.*
 - *Required field on all Project/Grant Transactions.*
- Activity
 - *A component of projects. In the case of a grant, it is the funding source.*
 - *Field Length 15 digits.*
 - *Required field on all Project/Grant Transactions.*
- Source Type
 - *Identifies the nature of the transaction.*
 - *Field Length 5 digits.*
- Category and Subcategory
 - *Used to further classify projects.*
 - *Field Length 5 digits.*

Combo/Edit Rules

- Combo edit rules check transactions for valid Chartfield combinations based on pre-defined rules.
- Below is a matrix for the fields that are required with each type of transaction:

	Required Entry?			
Chartfield Label	Assets, Liabilities and Equity	Expenditure	Non-Dept Revenue	Department Revenue
Fund	Yes	Yes	Yes	Yes
Department	No	Yes	Yes	Yes
Account	Yes	Yes	Yes	Yes
Program	No	No	No	No
Location CF	No	Yes	No	Yes
Project	No	No	No	No
User Code	No	No	No	No
Bonds	No	No	No	No

Note: Fund and Department are used for Budget Checking

Combo/Edit Rules – Examples

Below are examples of Chartfield combinations that will be required based on type of account used:

Account Type	Fund	Department	Account	Program	Location CF	Project	User Code
Asset	11000		10010045				
Expenditure	11000	3260115301	70402000		19000		
Non-Dept Rev	11000	3260112001	65007000				
Dept Rev	11000	3260112001	68090000		19000		

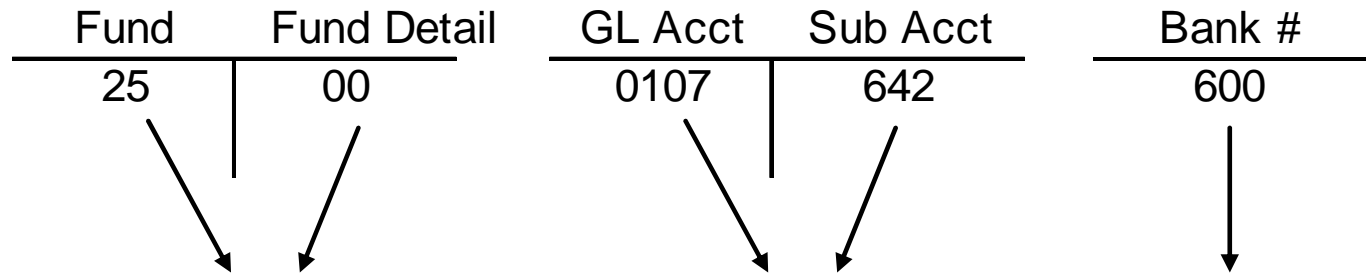
Crosswalk Examples

(Relationship between STARS and PeopleSoft Chartfields)

GL (Petty Cash)

STARS

Fund	Fund Detail	GL Acct	Sub Acct	Bank #
25	00	0107	642	600



PeopleSoft

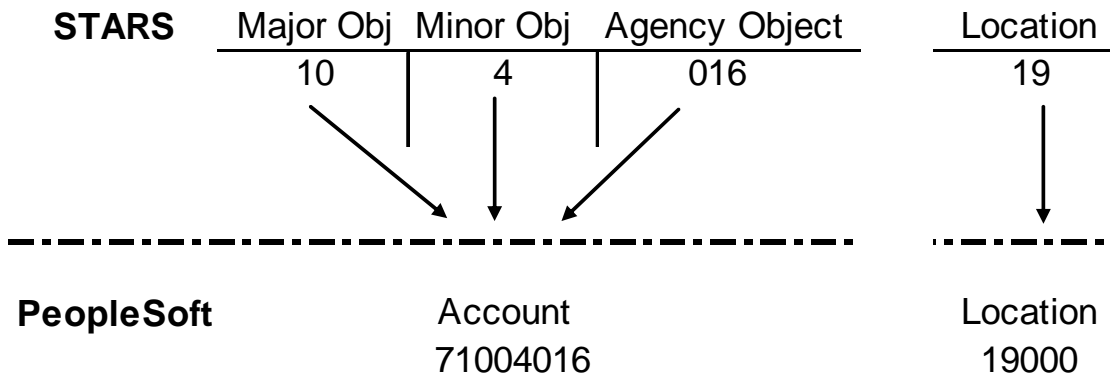
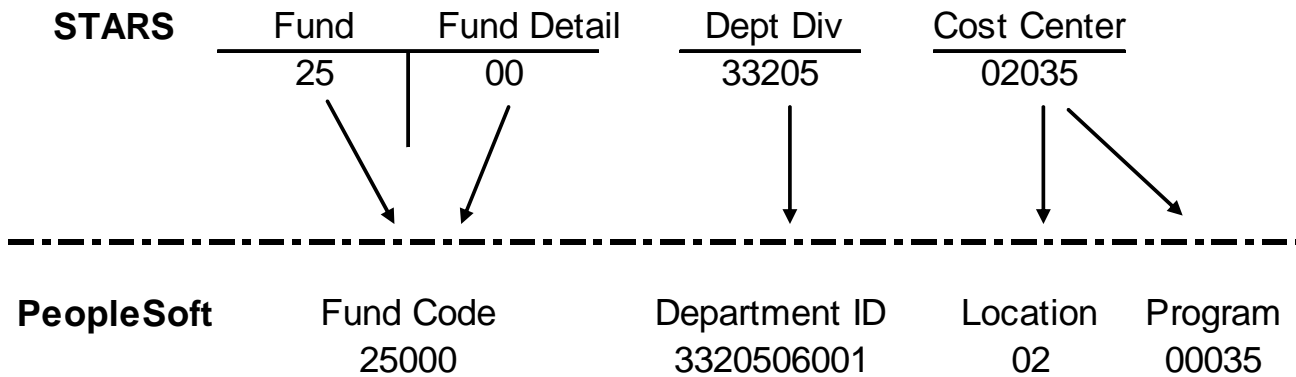
Fund Code
25000

Account
10070642

Account
10010600

Crosswalk (cont'd)

Expenditures



STARS

Fund	Fund Detail	Dept Div	Dept-Rev Source	Agency Source
25	00	33205	890	011

The diagram shows arrows indicating data flow from the STARS table to the FUND table. Specifically, the 'Fund' column (25) and 'Fund Detail' column (00) of the STARS table have arrows pointing to the 'Fund' and 'Fund Detail' columns of the FUND table, respectively. The 'Dept Div' (33205) column of the STARS table has an arrow pointing to the 'Dept' column of the FUND table. The 'Dept-Rev Source' (890) and 'Agency Source' (011) columns of the STARS table have arrows pointing to the 'Rev Source' and 'Agency Source' columns of the FUND table, respectively.

PeopleSoft	Fund Code	Department ID	Account
	25000	3320506001	68090011

STARS

<u>Cost Center</u>	<u>Bank #</u>	<u>Location</u>
02035	600	19
↓	↓	↓
↘		

PeopleSoft	Location	Program	Account	Location
	02	00035	10010600	19000

Crosswalk (cont'd)

